



Fall 2003

Keeping Your Permit Up to Date!

O F C

An early childhood education agency

Worry Free Permit Renewals

Renewing your child care permit should be as quick and worry free as possible so you can focus on your real job – giving children the high quality care they need! We thought a brief review of the renewal process would help. It goes like this:

- Approximately two months before your permit expires, the Office for Children sends you a gold reminder postcard in the mail.
- Also two months before your permit expires, your Child Care Specialist and the Fire Inspector schedule home visits.
- All paperwork, fees, and follow-up visits are completed **BEFORE** your permit expires.

It is important to renew your permit on time. When you don't, consequences can include:

- Dropping your name from the Child Care Central provider listing.
- Stopping payments from the Child Care Assistance and Referral (CCAR) program.
- Stopping payments from the USDA Child Care Food Program.
- Placing your expired permit in the inactive file after 60 days.

If you let your permit expire, you must reapply for a new permit – including new background and criminal record checks and fees!

The Office for Children wants you to have a successful permit renewal experience. This issue of Update has articles and suggestions that will help make that possible.

Update

Inside:

- Speedy renewal visits
- Permit questions answered
- Training opportunities
- Permit calendar tracks important dates
- New USDA Food Program rates

New Requirements for First Time Permit Applicants

First time permit applicants must have proof of Pediatric CPR/First Aid Certification before the permit is issued and new providers must take 12 hours of training in the first permit year.

Permit applicants who take more than six months to complete the initial permit process must start over again by submitting new forms, including:

- Criminal Background Searches (\$15.00)
- Child Protective Services searches
- Application (\$14.00)
- Release of Information forms
- Criminal Compliance Forms

Speedy and Successful Renewal Visits

With a little preparation, you can make your child care permit renewal visits happen in record time. Here are some suggestions:

- Respond as soon as possible to your Child Care Specialist and Fire Inspector when they call to set up renewal visit dates. The longer the visits are delayed the less time you have to renew your permit before it expires.
- Review “Preparing for Your Home Visits” – a checklist of what your Child Care Specialist and Fire Inspector look for during renewal visits. (Ask your Child Care Specialist for a copy of the checklist if you do not have one.)
- Make sure all required paperwork is available for review on the day of the visit, including:

- At least six hours of training certificates. (First year providers will need 12 hours of training.)
- Current TB Test records.
- Up-to-date child immunization records.
- Rabies records for cats, dogs, and ferrets.
- Paperwork for new adults in the home.
- CPS paperwork for children who have turned 14 and live in the home.
- Fire drill records.

Remember, your home should be in compliance with the Fairfax County Child Care Ordinance every day that children are in care.

“Keep your child care environment clean and safe each day. That will make your permit renewal visit easy.”

Abida Monastra, Provider for 17 years

Quick Answers to Your Permit Questions

As a busy child care provider, you need answers to your child care permit questions right now. Our technical assistance experts are ready to help.

Your **Administrative Coordinator** helps you with information about:

- Status of your permit
- Payment for meals and snacks from the USDA Child Care Food Program
- Follow-up on paperwork

Your **Child Care Specialist** helps you with information about:

- USDA Food Program
- Emergency preparedness plans
- Records (immunization, rabies, and tuberculosis)
- Professional training and Pediatric CPR/ First Aid certification
- Office for Children programs

Your **Fire Inspector** helps you during the home fire safety visit with information about:

- Fire drill plans and escape routes
- Smoke detectors and fire extinguishers
- All aspects of fire safety in the home

We also offer technical assistance by phone, FAX, in person, and on our Child Care Central website:

- Call 703-324-8100 between 8:00 a.m. and 4:30 p.m.
- Visit us at the Pennino Building, 12011 Government Center Parkway, 8th Floor, Fairfax, VA 22035.
- FAX us at 703-324-3925 (Include your name and the name of your Child Care Specialist or Administrative Coordinator on the FAX form and keep a copy for your files.)
- Reference Child Care Central at www.fairfaxcounty.gov/childcare

Feel free to contact us at any time. We are here to help you.

Unlimited Training Opportunities!

Don't limit yourself to Office for Children training. Look for other training opportunities if you can't find the training you need in this newsletter or in "Milestones in Learning" (our training catalog which is published three times a year and mailed to all providers). Other training opportunities include:

- Presentations to family child care associations by Office for Children staff and other approved presenters. (Call us at 703-324-8100 to make sure the training will be accepted.)
- Videos, internet distance learning, and journal articles may be creditable training substitutes. (Call us at 703-324-8100 for prior approval.)
- Classes taken at accredited colleges and universities. (Call us to make sure the training is acceptable.)
- Training sponsored by professional associations, including the:

National Association for the Education of Young Children (NAEYC), 202-232-8777, www.naeyc.org

Children's Foundation (CF), 202-347-3300, www.childrensfoundation.net

Northern Virginia Association for the Education of Young Children (NVAEYC), www.nvaeyc.org

"Permit Calendar" Tracks Important Dates

Don't wait until the last moment to prepare for your annual permit renewal visit — plan ahead with a yearly "permit" calendar that notes important dates for completing renewal requirements. Your calendar should include:

- Your permit expiration date.
- Date for TB test.
- Dates to check immunization records for each child in your care and to ask parents to help you get your records updated.
- Date for Pediatric CPR/First Aid renewals.

Can't Attend Training? Please Let Us Know

Please let us know if you have registered for Office for Children training but cannot attend a class or workshop.

Office for Children training (advertised in "Update" and the "Milestones in Learning" training catalog) is very popular. When you call and tell us that you have to miss training, we can give your space to another provider on the waiting list.

To cancel training advertised in Update, call 703-324-8100. To cancel training advertised in Milestones, call 703-324-3044. Thank you for your consideration.

Virginia Association for Early Childhood Education (VAECE), www.vaece.org

Virginia Alliance of Family Child Care Associations (VAFCCA), 703-437-1451

Virginia Institute for Social Service Training Activities (VISSTA), 703-324-7197, www.dss.state.va.us/family/cdctraining.html

"If I know I need training, I call the Office for Children and ask if there are any openings in classes coming up. They let me know. I sign up. I go."

Maria E. Rivera, Provider for 1 year

- A training timeline (Try to complete two hours of training every three months. This will guarantee you six hours of required training before your renewal visit.)

OFC can help you develop a yearly permit calendar. Ask your Child Care specialist for a copy of our sample calendar.

"A simple file system with labeled folders specifying training, CPR, important documents, client information and current articles of interest -- that's what has helped make the permit renewal process easy for me."

Lianne Pirnat, Provider for 5 years

Planning for Emergencies

Make sure your emergency preparedness plan meets new permit requirements. Your Child Care Specialist will discuss your emergency preparedness planning during the home visit. Have you:

- ☒ Selected a safe location appropriate to the type of emergency.?
- ☒ Created an emergency disaster kit with enough food, water, medications and other essentials to last for three to five days?
- ☒ Developed an emergency communication plan that includes contact information (reviewed by families every six months) for all families you are serving?

Call 703-324-8100 if you have questions about emergency preparedness.